



FmHA AN No. 2665 (2033)  
October 16, 1992

SUBJECT: Retention of Appeal Records by  
the FmHA Servicing Office

TO: State Directors, District Directors,  
and County Supervisors

PURPOSE/INTENDED OUTCOME: The purpose of this AN is to assist Farmers  
Home Administration (FmHA) personnel with maintaining appeal records.

COMPARISON WITH PREVIOUS AN: There is no previous AN on this subject.

IMPLEMENTATION RESPONSIBILITIES: We understand there has been some  
confusion regarding maintenance of appeal files by FmHA servicing  
offices after an appeal is concluded.

The appeal files, including appeal hearing tapes, are considered part  
of the official case folder as described in FmHA Instruction 2033-A,  
section 2033.5(a). Appeal files may be maintained separately as  
described in section 2033.8(a)(2)(i). Since appeal files are part of  
the official case folder they should be maintained as such including  
appropriate retention times. For example, the appeal file of an  
application from an applicant indebted to FmHA is made part of the  
existing borrower case folder per section 2033.7(a)(2)(ii) and these  
folders will not be destroyed until 1 fiscal year after the borrower  
case is closed per section 2033.10(b)(4)(i). Another example would be  
the appeal file of an application from an applicant not indebted to  
FmHA which would be filed in a REJECTED, WITHDRAWN, CANCELLED or  
EXPIRED series A-Z file and disposed of per section 2033.7(a)(2)(iii).

In summary, maintain the appeal files as part of the official case  
folder, in the same manner as any other part of the borrower/applicant  
official case folder, according to FmHA Instruction 2033-A.

LA VERNE AUSMAN  
Administrator

EXPIRATION DATE: October 31, 1993

FILING INSTRUCTIONS:  
Preceding FmHA Instruction  
2033-A

